



**Vacancy Announcement**  
**Administrative Assistant, Human Resources**  
**Open Until Filled**

**Payrate: \$17.36 per hour (increase after 6 month probationary period)**

The City of Wheeling is in search of an Administrative Assistant to provide support and service to the Human Resources Department. Under the direction of the Human Resources Director, the Administrative Assistant will support the administration and management the Human Resources programs and services in the following ways:

- Support City employees and departments with routine, day-to-day HR questions, needs, and inquiries.
- Assist the Human Resources team in all areas of the Human Resources function. Work involves continual exposure to highly confidential and specialized information and requires an in depth understanding of the organization's policies and operations.
- Preparation confidential documents such as letters involving personnel problems of employees, wage information, employee evaluations and requisitions, as well as personally maintain all office files both physical and electronic.
- Requires an understanding of the organization's numerous benefit programs, assist employees with enrollments or changes, and answer questions relating to benefits.
- Assist in processing payroll changes on at least a weekly basis.
- Prepare memos and letters for Human Resources Team including applicant correspondence, letters, transfer notices, and minutes from applicable Commission meetings.
- Assist the Human Resources Department in planning, organizing, and ordering of supplies for City sponsored activities, including large-scale testing events.
- Will perform receptionist duties by answering all incoming telephone calls, greets visitors and applicants, distribute all mail.
- Process invoices for approval of the HR Director.
- Will assist in the full maintenance of the Human Resources Department's HRIS.
- Performs special projects as requested.
- Perform other administrative duties as assigned.

Applicants meeting the following minimum qualifications are encouraged to apply:

- High school diploma with an Associate's degree in business administration or related field preferred.
- One (1) to three (3) years of progressive experience in related capacity.
- A combination of education and experience will be considered if applicant does not fully meet either the full education or experience criteria.
- Sound knowledge and use of technology with specific experience and knowledge in Microsoft Office products.

Interested applicants can apply by contacting:

City of Wheeling  
Office of Human Resources  
1500 Chapline Street, Suite 301  
Wheeling, WV 26003  
304-234-3694  
[humanresources@wheelingwv.gov](mailto:humanresources@wheelingwv.gov)

***The City of Wheeling is an Equal Opportunity Employer and prohibits discrimination in any aspect of employment. The City shall provide equal opportunity to all qualified employees and applicants for employment without regard to race, creed, color, sex, religion, national origin, age, disability, veteran status, political affiliation or other characteristics protected by law. In addition, the City complies with applicable state and local laws governing non-discrimination in employment. The City will take positive action to ensure fulfillment of this policy in all areas of employment.***